

広報番号： Announcement No.	CFAY-004-02-09
募集締切日： Closing Date	4 Jun 09
発行日： Date of Issue	15 May 09

募集人数
No. of
Recruitment

1 名

☒ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系
Administrative Blue Collar Trade Security Medical

☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity

☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

☒ 外部 Off Base Applicant

Commander Fleet Activities, Yokosuka
Safety Department, NAVOSH Division, Inspections Branch
勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka

☒ MLC
☐ IHA ☐ HPT
☒ 常用 Permanent
☐ 限定 Limited Term (九月 Months)

勤務日 Work Days: 5 days a week (Monday thru Friday)
勤務時間・休憩 Work Hours/Recess Period: 0800-1645/1200-1245
☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

Inspects buildings, equipment and work procedures for the purpose of insuring conformance to safety regulations, detecting and remedying safety hazards and undesirable/unsafe conditions, directing corrective actions, and increasing the effectiveness and use of safety features. Prepares report of findings clarifying possible hazards due to unsafe conditions of work area or unsafe acts being committed by employees and making recommendation for corrective action. Promotes safety education, explains and enforces safety codes, rules and regulations through established program selling plan. Investigates work injuries interviewing personnel involved and analyzing accidents to determine real cause and report on compensation cases. Prepares reports showing causes of accidents and recommending appropriate measures designed to prevent recurrence. Translates and prepares safety promotional and educational materials such as posters, publications, files and other media of nature suitable for use. Compiles statistical data by isolated significant factors such as frequency, time, place, and type of workers, etc., and uses as a guide to determine need for training and promoting safety program. Modifies and adapts safety directives, regulations and technical publications to apply to local and specific conditions. Operates an ordinary vehicle to conduct inspections/site visits. Performs other related or incidental duties as assigned.

- a. One year of specialized technical or administrative work experience equivalent at 1-5 level in related work. If applicant does not have such specialized experience, possession of Master's Degree in a related field may qualify him/her at 1-6 level.
- b. Must have GOJ ordinary vehicle driver's license (A/T limited is not acceptable).**
- c. Knowledge of NAVOSH and other regulations of safety and occupational health administration to eliminate or mitigate hazardous environmental conditions.
- d. Skills in operating office automation hardware and software such as Microsoft Windows Word, Excel, Access, Outlook, and PowerPoint.
- e. Ability to modify and adapt safety directives and regulations to apply local and specific conditions.
- f. Ability to speak, read, and write English at fluent proficiency level (LAD-3).
- g. Ability to speak, read, and write Japanese at native language level.

Note: Qualification stated in b. for 1-6 level is also required at 1-5 and 1-4 levels.

1-5: a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such specialized experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.

1-4: a. One year of clerical, technical, or administrative work experience in any field. If applicant does not have such specialized experience, completion of 4-years college/university in any field may qualify him/her at 1-4 level.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional	
学歴 Educational Background : N/A	免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 日本政府発行の普通自動車運転免許証の写し (A/T 車限定不可) Copy of GOJ ordinary vehicle driver's license (A/T limited is not acceptable.) <input type="checkbox"/> 修了証／証明書の写し Copy of Certificate <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	
9. 応募書類提出先 Office to Submit <p>内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。（HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600 時より、午後 0600 時まで提出可能です。） Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600hrs to 1800hrs.):</p> <p>（注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部（非従業員）からの応募書類は無効となりますのでご注意ください。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base applicants will be rated ineligible.</p> <p>1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to: 〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFORJAPAN, Human Resources Office (HRO) Yokosuka 内線/Extension 243-8152 JN Employment Division (N132)</p> <p>2. 外部（非従業員）提出先 Off Base Applicants must submit to: 〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA 管理第一係 Management Section 電話番号 Phone 046-828-6959 受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.</p>	
10. 事務処理欄 For Official Use	
募集部隊担当者 Activity POC : CFAY Code 420 軍電 (DSN) 243-8148/8143	
PD No.: CFAY-004B2-004	PD is accurate and current. Certified by Activity: mm5/13 HRO: (rcvd: 5/13) jt 5/13

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
 提出された応募書類はお返ししません Submitted applications will not be returned.